



Gerald D. Jennings
Mayor

Office of the City Clerk
City Hall – Room 202
Albany, New York 12207
Phone (518) 434-5090 Fax (518) 434-5081

Nala R. Woodard
City Clerk

GOING OUT OF BUSINESS APPLICATION

Fee Paid: \$27.50 / 30 days

Name of Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of sale to be conducted and reason for conducting such sale: _____

Start Date of Sale: _____ End Date of Sale: _____

Location of sale (address): _____

Length of Time premises occupied by applicant: _____

Nature of occupancy: Lease _____ Rent _____ Owner _____

Means and types if advertising Radio _____ T.V. _____ Other _____
(Attach Copy of Advertisement)

Where was stock purchased or acquired: _____

How long has the applicant been the owner of the business? _____

The applicant shall attach with application a complete detailed inventory list of goods to be sold.

Duties of License Holder

- ✓ *At close of business each day, License Holder shall revise inventory list by checking off items.*
- ✓ *Make no additions to inventory set forth in inventory attached to application.*
- ✓ *Display license on premises*

Signature of Applicant

Title

Date

Sworn to me:
This _____ day of _____ 20____

Commissioner of Deeds/Notary

ACTION BY CITY CLERK

Application: Approved NOT Approved License #: _____